

**MINUTES OF MEETING
WILLOW CREEK II
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Willow Creek II Community Development District was held on Tuesday, January 13, 2026 at 1:30 p.m. at the Willow Creek Amenity Center, 1756 Pecorino Court, Titusville, Florida.

Present and constituting a quorum were:

Steve McConn	Chairman
Stephen White	Assistant Secretary
Paul Thomas	Assistant Secretary
Jeff Myers	Assistant Secretary

Also present were:

Jeremy LeBrun	District Manager
Nicole Corbin	Governmental Management Services
Patrick Collins <i>by phone</i>	District Counsel

FIRST ORDER OF BUSINESS

Roll Call

Mr. LeBrun called the meeting to order and called the roll. We have four Supervisors present in person constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. LeBrun: For the record there are no members of the public present, just the Board and staff.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the November 11, 2025 Audit Committee Meeting and Board of Supervisors Meeting

Mr. LeBrun: The next item on our agenda is approval of the minutes of the November 11, 2025 Board of Supervisors meeting and the Audit Committee meeting. Are there any comments, corrections, or changes? Hearing no changes, I would ask for a motion to approve the minutes.

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On MOTION by Mr. McConn, seconded by Mr. White, with all in favor, the Minutes of the November 11, 2025 Board of Supervisors and Audit Committee Meeting were approved.

FOURTH ORDER OF BUSINESS

**Public Hearing on the Adoption of
Amended and Restated Rules of
Procedure for the District**

Mr. LeBrun: Next is the public hearing on the adoption of the amended and restated rules and procedures for the district. Is there a motion to open the hearing?

On MOTION by Mr. McConn, seconded by Mr. Myers, with all in favor, Opening the Public Hearing, was approved.

Mr. LeBrun: The public hearing is open. Once again, there are no members of the public present for the hearing. I will now bring it back to the board. Under this we have Resolution 2026-03 adopting the amended and restated rules of procedure for the district.

**A. Consideration of Resolution 2026-03 Adopting Amended and Restated Rules of
Procedure for the District**

Mr. LeBrun: Patrick, like the last meeting do you want to give a brief summary of the restated rules?

Mr. Collins: Yes, this provides updates to the Rules of Procedure for the District to bring you into compliance. Some law changes came out of the Florida's 2025 legislative session, primarily as it relates to the evaluation criteria for public works purchases as well as the notice period for public hearing that are required for any rule changes. A few minor cleanup items, but otherwise just looking for a motion to approve.

On MOTION by Mr. McConn, seconded by Mr. Myers, with all in favor, Resolution, 2026-03 Adopting the Amended and Restated Rules of Procedure for the District, was approved.

Mr. LeBrun: Is there a motion to close the public hearing?

On MOTION by Mr. McConn, seconded by Mr. Myers, with all in favor, Closing the Public Hearing, was approved.

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FIFTH ORDER OF BUSINESS

**Review and Acceptance of Fiscal Year
2025 Audit Report**

Mr. LeBrun: Item five is the review and acceptance of the Fiscal Year 2025 audit report. Each District is required to undergo an independent third-party audit. You have that in front of you as a clean audit.

On MOTION by Mr. McConn, seconded by Mr. White, with all in favor, Accepting the Fiscal Year 2025 Audit Report, was approved.

SIXTH ORDER OF BUSINESS

**Ratification of Amenity Management
Services Agreement with Community
Association and Lifestyle Management,
LLC**

Mr. LeBrun: Item six is a ratification of the Amenity Management Services Agreement with Community Association and Lifestyle Management. Patrick, can you give a quick brief review of this one?

Mr. Collins: Yes. I'm sure the Board will recall at the last meeting we approved an updated form of the Amenity Management Agreement and primary changes were just a few minor revisions to the insurance requirements. The form of agreement was negotiated with our office. So, we are very familiar with this form of agreement and approved it pending final revisions from the staff last week. This is just a ratification.

On MOTION by Mr. McConn, seconded by Mr. Myers, with all in favor, the Amenity Management Services Agreement with Community Association and Lifestyle Management, LLC, was ratified.
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SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Collins: Nothing to add, but happy to take any questions if the Board has questions for counsel.

B. Engineer

Mr. LeBrun: Same as last meeting, Rodney is not feeling well. He's not here today.

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C. Field Manager's Report

i. Consideration of Landscaping Proposals from Robertson's Lawns, Inc.

Mr. LeBrun: We'll go down to our field manager's report. They were discussed at length previously.

Ms. Corbin: We talked about all of it, if you guys have questions or anything other than proposals, I can go back over it, but otherwise just go back to the proposals for approval.

Mr. McConn: So, on Village C, where are we at with getting the maintenance vendor to accept that village?

Mr. LeBrun: There are still three or four more open area tracts between some of the houses that still have to be due to the home construction.

Mr. McConn: So, we need to maintain a buffer because to go out and spend money and then have them wreck it and then have to redo it again.

Mr. LeBrun: I have different Districts where they say until it's 100% complete we can't accept it. But in these little strips that go between a couple of lots, the builders use it as staging areas during home construction. I saw a proposal come through for Evergreen to maintain this until the CDD acceptance. What options do we have?

Ms. Corbin: I can talk to Robertsons about what their proposal would be to add it on. They were asking about it recently.

Mr. McConn: I would definitely go cover all the areas and get them to price it at 100%. If these are relatively small, we are talking about 20 feet between two houses, it's not even a substantial impact.

Mr. Myers: And I can meet out here to walk it.

Mr. McConn: Alright, let's get them in. Let's get them to take over as opposed to having this drag on and on with the installation vendor.

Ms. Corbin: I'll email them and I'll cc you so we can set up a meeting to go over what that would include. You have three proposals that are the debris removal. I can contact Robertsons about doing the cutting into and moving it further back for the third one.

Mr. McConn: How big is the debris?

Ms. Corbin: It was a pretty big one and a tall one.

Mr. White: It was a big tree. If my memory served.

Mr. LeBrun: Yeah, it was.

Ms. Corbin: All three of them were bigger ones, and they cut it completely down.

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Mr. McConn: I would just price it pulling it out all the way to the street. You're going to either have to cut it up into small enough sections where you can load it in a skid steer. If it's a big tree making a bunch of trips, which causes damage to the side, it has to be restored. Or you can cut up small enough pieces where the guys are back there working, can pick up a small section and move it, cut all the branches off. Just get it priced the two different ways and like if it's more cost effective to cut it up.

Ms. Corbin: I'm going to guess it's probably going to be close to the \$2,800 because I feel like they were about the same size and the original price is not too far away. I'll go from that and then let Jeremy know what the price is, and we can figure it out from there. I know the biggest part of the cost is once they take it out the dump fee to get rid of it was part of it. The removal is more expensive because they have to get rid of the debris.

Mr. McConn: Right, you are paying tipping fees based on weight.

Mr. LeBrun: And most of the districts we manage, that's something we would drag into the conservation areas. Just as like one fell, naturally, we would go get it and pull it out.

Mr. McConn: No, I know. That's the same thing we did. I had them cut a bunch of the dead trees down here behind the tract that was an eyesore.

Ms. Corbin: These are just the ones that have made complaints with both me and KB about it. Currently the install of the rock for the downspouts and the install of the plants that have died need to be replaced for \$3,145 if you guys are good with that.

Mr. McConn: Yes.

Ms. Corbin: So we're good with the rock and plants for the clubhouse?

Mr. McConn: Yeah.

Ms. Corbin: Then the last one is more mulch at the entrance.

Mr. McConn: Let's go ahead and approve that.

On MOTION by Mr. McConn, seconded by Mr. White, with all in favor, the Proposals from Robertson's Lawns, Inc. for Rocks, Clubhouse Plants, Mulch, and Two Trees, was approved.
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ii. Consideration of Proposal for Clubhouse Signage

Ms. Corbin: And then the last thing is the signage for the clubhouse. Like I discussed the pool rules, the no lifeguard, pickleball, courtside rules, and playground and clubhouse rules. The

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total is \$976.83 with tax and then about \$80 for mounting supplies and then the cost of mounting for the handyman.

On MOTION by Mr. McConn, seconded by Mr. White, with all in favor, the Proposal for Clubhouse Signage, was approved.

D. District Manager's Report

Mr. LeBrun: Nothing to report to the board.

EIGHTH ORDER OF BUSINESS

Financial Reports

A. Approval of Funding Requests #14-15

Mr. LeBrun: We have run our financial reports. We have the approval of funding requests #14-15; that is on page 148. You'll see them listed there. Any questions?

Mr. McConn: Just make sure you send to Mike Robertson, our new VP of Finance, all the funding requests. He always asks for updated financial reports. You've got those or just have had to see that package. Just email to him.

Mr. LeBrun: Mike Robertson or Kate?

Mr. McConn: Mike Robertson. Send that to him and he'll review it and respond.

On MOTION by Mr. McConn seconded by Mr. White with all in favor, Funding Requests #14-15, were approved.

B. Balance Sheet and Income Statement

Mr. LeBrun: You have your unaudited financials through November 30, 2025 for review. No action is required by the board, but I'm happy to answer any questions on those.

NINTH ORDER OF BUSINESS

Supervisor's Requests

Mr. LeBrun: Are there any Supervisor's requests at this time? Hearing none, we will move on to the next item.

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TENTH ORDER OF BUSINESS

Adjournment

Mr. LeBrun: Is there a motion to adjourn?

On MOTION by Mr. McConn seconded by Mr. Thomas, with all in favor, the Meeting was adjourned.

Signed by:

Jeremy LeBrun

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Secretary / Assistant Secretary

Signed by:

Steve McConn

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Chairman / Vice Chairman